

Market Range Detail - Development Services Specialist

Effective Date

April 1, 2006

Market Range Title Description

Primary job functions of positions in this market range title vary depending on the area of assignment:

Development Services: Primary duties typically include performing technical review and interpretation of development applications to insure compliance with codes, ordinances, regulations and standards, assisting and advising applicants regarding approvals and fees, calculating appropriate fees, and approving and issuing permits.

Real Property: Primary duties typically include reviewing and interpreting legal descriptions to locate, identify, transfer correct data for real property parcels, creating overlay maps, assigning new parcel numbers and changing ownership records, creating legal descriptions for difficult parcel changes, researching and resolving issues regarding property ownership and legal descriptions, answering telephone inquiries from customers and contacting customers, title companies, and other organizations for information.

Market Range

Minimum Hourly Rate

\$16.67

Midpoint / Hiring Maximum

\$20.81

Maximum Hourly Rate

\$24.94

Likely Minimum Qualifications

- High School Diploma or GED
- 2-3 years of specialized clerical experience in a customer service environment depending on area of assignment
- Development Services: Experience reviewing plans and schedules in a private development or municipal permitting process
- Some positions may require possession of ICBO certification upon hire or ability to obtain shortly after hire
- Real Property: Experience in real estate title work specifically creating and reading legal descriptions
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Development Svcs Specialist
- Right of Way Permits Spec
- Title Examiner
- Title Examiner Senior

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.